



Executive Assistant Prince Albert Police Service Administration Office

Under the direction of the Chief of Police, the successful candidate will be responsible for providing administrative and confidential support within the Prince Albert Police Service Administration Office.

General duties include but are not limited to:

- Assist in the day to day operation of the Administration Office.
- Maintain an efficient filing system, answer incoming calls, process mail.
- Ordering of office supplies.
- Prepare accounts receivable requests.
- Send invoices to the Finance and HR Manager.
- Process records in relation to annual leave, time bank, and sick leave.
- Prepare professional letters, reports, graphs and charts for the Chief, Deputy Chief and Board of Police Commissioners.
- Prepare agendas and minutes to meeting as needed.
- Prepare meeting information packages and prepare meeting space.
- Arrange travel itineraries for the Administration team.
- Manage the Chief and Deputy Chiefs calendars, send reminders detailing event time and venues, and book meetings both in person, and virtual.
- Research as required.
- Work closely with the Chief, Deputy Chief, Finance and HR Manager, and Administration at City Hall.

Desired qualifications include:

- Office Education and/or Business Administration Diploma or 5 years' clerical experience in a government environment, where a considerable amount of function is working with senior management, elected officials and the general public.
- Self-driven and ability to work within deadlines with minimal supervision.
- Strong understanding of Office Management practices.
- Exceptional verbal and written communication skills are essential.
- Ability to maintain confidentiality.
- Demonstrated ability to respond in a fast paced environment.
- Strong organizational skills.
- Technical Skills, such as the ability to use programs including but not limited to: Microsoft Office, Email, Excel, Power Point, Zoom, and Calendars

This is an Out of Scope, Civilian position, with the Prince Albert Police Service. Hours of work are Monday to Friday, 8:00am to 4:45pm (7.75hrs/day) with every third Friday off.

The Prince Albert Police Service is an equal opportunity employer.

We thank all applicants, however, only candidates selected for an interview will be contacted.

The application deadline for this position is at **4:00 p.m. on December 15 ,2022**. Please submit a cover letter and resume to Finance and HR Manager, Angela Dumont.

Email: adumont@papolice.ca

Mail or in person: City Police- 45 15th Street West, Prince Albert, SK. S6V 3P4